

# **PEDS Data Entry Training Nonduplicated Counts**

Statewide Data Collection  
and Evaluation of First 5  
California Funded  
Programs



# Goals of training

- To define “nonduplicated counts.”
- To learn how to enter nonduplicated counts from data collection forms into PEDS.
- To learn how to edit and delete nonduplicated count data from PEDS.

# Nonduplicated counts

## Definition

Counts of unique individual participants served by a funded program during a specified period in a fiscal year.

- Collecting nonduplicated counts is for local use and for the benefit of County Commissions and funded programs.
- Nonduplicated counts will be a “headcount” of individual participants who have received at least one service during the specified period.

**Nonduplicated  
counts  
are not linked to  
service data.**

# How do I enter nonduplicated counts into PEDS?

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

Please select a Reporting Period: 2004-2005 Fiscal Year

**Activities (Aggregate Data)**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 05/11/2005 End Date: 05/25/2005  
Enter/View Data for Strategy:

[Direct Service](#) [Provider Capacity Building](#)  
[Nonduplicated Counts](#) [Infrastructure Investments](#)  
[Community Strengthening](#) [Systems Change Activities](#)

**Achievement Milestones**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 05/11/2005 End Date: 05/25/2005  
[Enter/View Data](#)

**Funds Spent**  
[By Activity](#)

**(Individual Data)**  
Add a New Core Participant:  
[Core Prenatal Parent](#) [Core Child 0-5 and Guardian](#)  
Add a New Non-Core Participant (INC):  
[Non-Core Guardian](#) [Non-Core Child 0-5](#)  
Search For Participant:  
Last Name:  Gender:   
Type:  Status:   
[Search](#)

**Group Service Details**  
View Data Within Date Range (mm/dd/yyyy):  
Start Date: 05/11/2005 End Date: 05/25/2005  
[Enter/View Data](#) [Design Groups](#)

Click Nonduplicated Counts button.

rs.mary (0 login attempts since 5/24/2005 8:05:12 AM)  
Funded Program User  
Program: Mayberry Resource Center

[HELP](#)

Done Trusted sites

# Nonduplicated Counts screen

## Date information

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs Help

**Nonduplicated Counts** Mayberry Resource Center

Start Date	End Date	Number of New Clients By Date Range
07/01/2004	09/30/2004	5

Date Range:  
Start Date (mm/dd/yyyy): 07/01/2004 End Date (mm/dd/yyyy): 09/30/2004

Information On New Clients Served:

Children (0 to 5) served directly: 2 Date Range Total 2

Children (0 to 5) served indirectly: 0 Date Range Total 2

Ethnicity

#	
0	Indian
0	White
0	Multiracial
0	Other
1	Unknown
0	

Date Range Total 2

#

Add Refresh

Done Trusted sites

Enter the start date  
of the date range  
into **Start Date**.

Enter the end date  
of the date range  
into **End Date**.

# Nonduplicated Counts screen

## Date information

The screenshot shows the 'FIRST 5 CALIFORNIA' Nonduplicated Counts interface. At the top, there's a 'Main Menu' button. Below it, the title 'Nonduplicated Counts' is displayed. A table shows a date range from 07/01/2004 to 09/30/2004 with a count of 5. Below this, there's a 'Date Range:' section with input fields for 'Start Date (mm/dd/yyyy)' set to 09/29/2004 and 'End Date (mm/dd/yyyy)' set to 12/31/2004. A blue callout bubble points to the date range with the text: 'The date range must not overlap with another entry.' Below the date range, there's a section 'Information On New Clients Served:' with a 'Children (0 to 5) served directly' field set to 0 and a 'Date Range Total' field. A list of ethnicities is shown: Alaska Native or American Indian, Asian, Black / African American, Hispanic / Latino, and Pacific Islander. Below this, there's a 'Children (0 to 5) served directly' field and a 'Primary language' field. A 'Microsoft Internet Explorer' error dialog box is open, displaying a yellow warning icon and the message: 'Before your action can be completed, please address the following issue: - Start Date (mm/dd/yyyy) cannot fall on or within another date range.' with an 'OK' button. At the bottom right, there are 'Add' and 'Refresh' buttons. The browser's status bar at the bottom shows 'Done' and 'Trusted sites'.

Start Date	End Date	Number of New
07/01/2004	09/30/2004	5

**Date Range:**  
\* Start Date (mm/dd/yyyy): 09/29/2004 End Date (mm/dd/yyyy): 12/31/2004

**Information On New Clients Served:**

Children (0 to 5) served directly: 0 Date Range Total

**Children (0 to 5) served directly Ethnicity**

- Alaska Native or American Indian
- Asian
- Black / African American
- Hispanic / Latino
- Pacific Islander

**Children (0 to 5) served directly Primary language**

# #

**Microsoft Internet Explorer**

Before your action can be completed, please address the following issue:  
- Start Date (mm/dd/yyyy) cannot fall on or within another date range.

OK

Add Refresh

## Date information

- The **Date** fields use an mm/dd/yyyy format (e.g., 07/01/2003 for July 1, 2003). Both **Start Date** and **End Date** are required fields.
- The date range of a new Nonduplicated Counts entry cannot overlap the date range of an already saved Nonduplicated Counts entry or span fiscal years.
- It is recommended that you enter nonduplicated counts on a regular schedule (e.g., quarterly or semiannually). A regular schedule will make data collection easier for the funded program, as well as improve data accuracy.

# Nonduplicated Counts screen

## New Clients Served

**FIRST5** Main Menu Funded Programs Help

Nonduplicated Counts Mayberry Resource Center

Number of New Clients By Date Range: 5

Start Date (mm/dd/yyyy): 07/01/2004 End Date (mm/dd/yyyy): 09/30/2004

**Information On New Clients Served:**

Children (0 to 5) served directly		Date Range Total
Children (0 to 5) served directly		Date Range Total 2
Ethnicity	#	#
Alaska Native or American Indian	0	1
Asian	0	0
Black / African American	0	0
Hispanic / Latino	1	0
Pacific Islander	0	0
White	0	1
Multiracial	0	0
Other	0	0
Unknown	0	0

Children (0 to 5) served directly Primary language

Add Refresh

Enter total number of new participants (by type) served during this date range.

To view all entries, use the scrollbar.



# Nonduplicated Counts screen

## Demographic information

**FIRST 5 CALIFORNIA** Statewide Data Collection System

Main Menu Funded Programs Help

Mayberry Resource Center

Nonduplicated Counts

of New Clients By Date Range

Date Range: 09/30/2004

Date Range Total: 3

Parents/guardians Ethnicity	
#	#
Alaska Native or American Indian	0
Asian	1
Black / African American	0
Hispanic / Latino	1
Pacific Islander	0
White	1
Multiracial	0
Other	0
Unknown	0

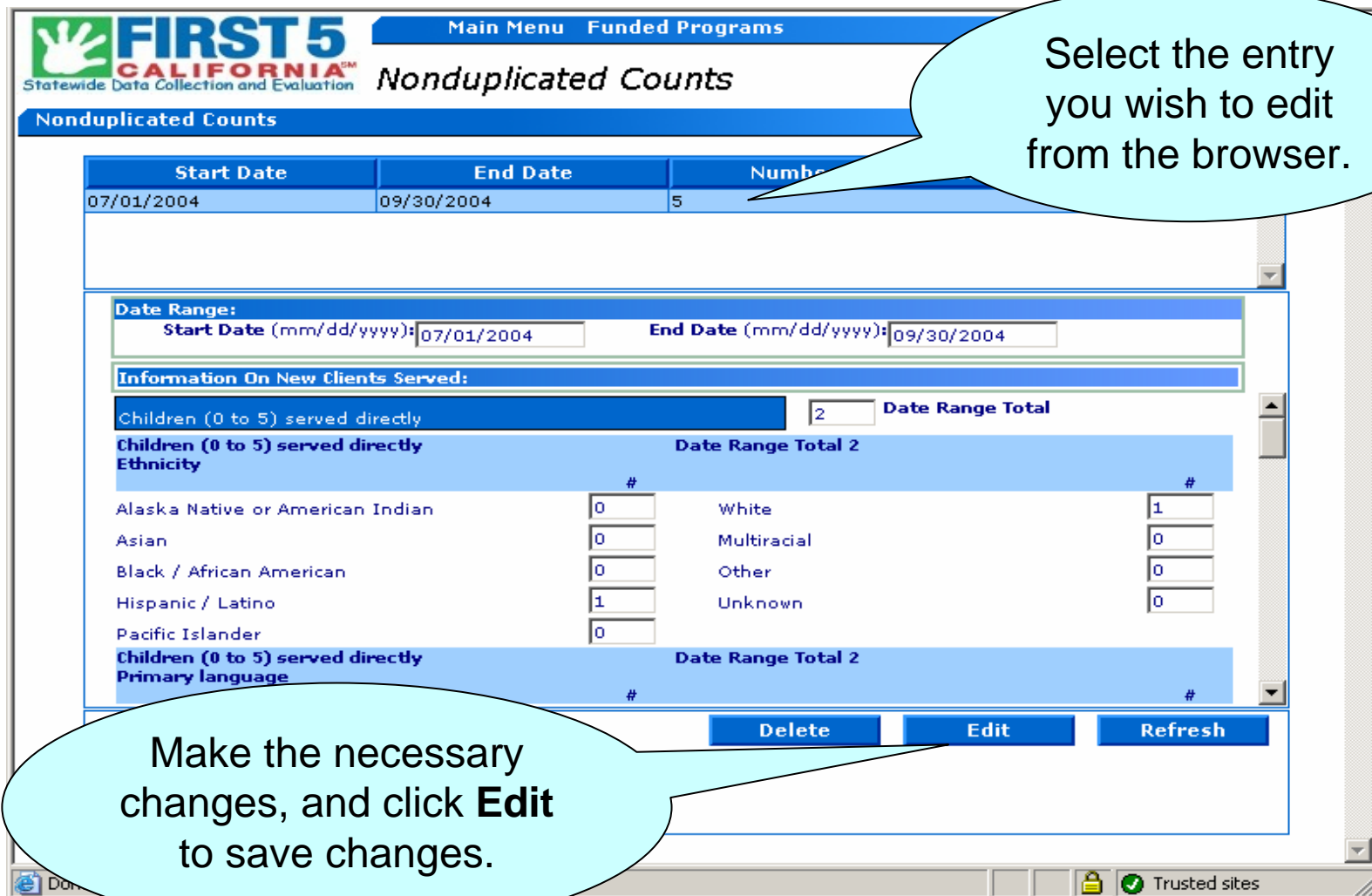
Date Range Total 3

Parents/guardians Primary language	
#	#

Add Refresh

Click Add to save.

# How do I edit nonduplicated counts in PEDS?



**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

Main Menu Funded Programs

## Nonduplicated Counts

Start Date	End Date	Number
07/01/2004	09/30/2004	5

Date Range:  
Start Date (mm/dd/yyyy): 07/01/2004 End Date (mm/dd/yyyy): 09/30/2004

Information On New Clients Served:

Children (0 to 5) served directly 2 Date Range Total

Children (0 to 5) served directly

Ethnicity	#	Ethnicity	#
Alaska Native or American Indian	0	White	1
Asian	0	Multiracial	0
Black / African American	0	Other	0
Hispanic / Latino	1	Unknown	0
Pacific Islander	0		

Children (0 to 5) served directly

Primary language

Primary language	#
------------------	---

Delete Edit Refresh

Make the necessary changes, and click **Edit** to save changes.

Select the entry you wish to edit from the browser.

# How do I delete nonduplicated counts from PEDS?

The screenshot shows the FIRST5 CALIFORNIA Statewide Data Collection and Evaluation interface. The main heading is "Nonduplicated Counts". Below it is a table with columns "Start Date", "End Date", and "Number of Nonduplicated Counts". The first row shows dates "07/01/2004" and "09/30/2004" with a count of "5".

Below the table is a section for "Date Range:" with a "Start Date (mm/dd/yyyy)" field set to "07/01/2004". To the left of this section is a list of categories: "Children (0 to 5) served directly", "Children (0 to 5) served directly", and "Ethnicity". Under "Ethnicity", there are checkboxes for "Alaska Native or American Indian", "Asian", "Black / African American", "Hispanic / Latino", "Pacific Islander", "Multiracial", "Other", and "Unknown". The "Date Range Total" is shown as "2".

At the bottom of the page are three buttons: "Delete", "Edit", and "Refresh".

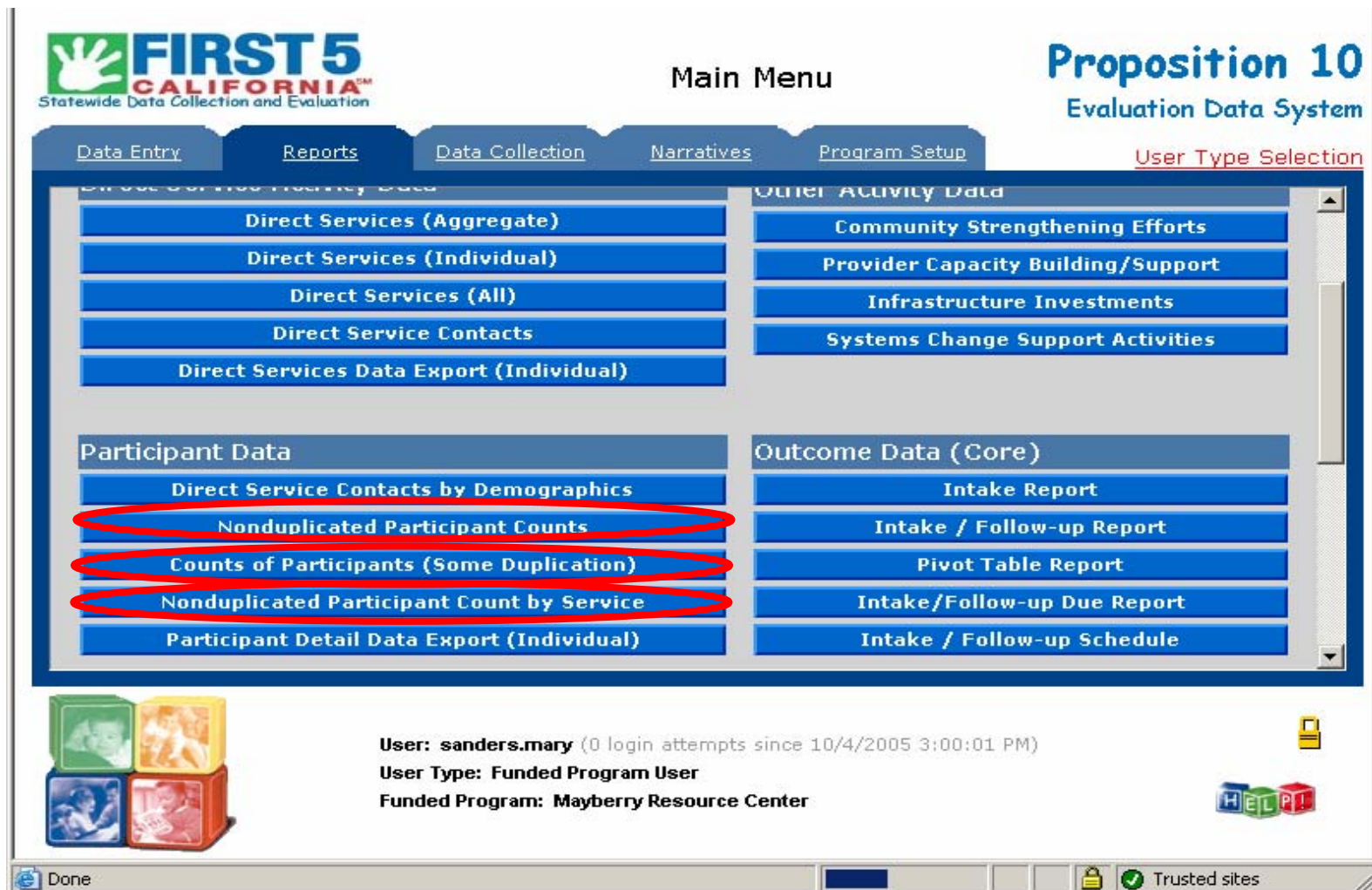
Three numbered callouts provide instructions:

1. Select the entry you wish to delete from the browser.
2. Click **Delete**.
3. Click **OK** to delete this record.

A "Microsoft Internet Explorer" dialog box is open in the center, asking "Are you sure you want to delete this record?" with "OK" and "Cancel" buttons.

# Nonduplicated Counts

## Applicable reports



The screenshot displays the 'Main Menu' of the 'Proposition 10 Evaluation Data System'. The interface includes a top navigation bar with tabs for 'Data Entry', 'Reports', 'Data Collection', 'Narratives', and 'Program Setup'. A 'User Type Selection' link is located on the right. The main content area is divided into four sections: 'Direct Services (Mayberry Data)', 'Other Activity Data', 'Participant Data', and 'Outcome Data (Core)'. Each section contains a list of report options. In the 'Participant Data' section, three reports are circled in red: 'Nonduplicated Participant Counts', 'Counts of Participants (Some Duplication)', and 'Nonduplicated Participant Count by Service'. The bottom of the screen shows user information: 'User: sanders.mary (0 login attempts since 10/4/2005 3:00:01 PM)', 'User Type: Funded Program User', and 'Funded Program: Mayberry Resource Center'. A 'HELP' icon is visible in the bottom right corner.

**FIRST 5 CALIFORNIA**  
Statewide Data Collection and Evaluation

**Main Menu**

**Proposition 10**  
Evaluation Data System

[Data Entry](#) [Reports](#) [Data Collection](#) [Narratives](#) [Program Setup](#) [User Type Selection](#)

**Direct Services (Mayberry Data)**

- Direct Services (Aggregate)
- Direct Services (Individual)
- Direct Services (All)
- Direct Service Contacts
- Direct Services Data Export (Individual)

**Other Activity Data**

- Community Strengthening Efforts
- Provider Capacity Building/Support
- Infrastructure Investments
- Systems Change Support Activities

**Participant Data**

- Direct Service Contacts by Demographics
- Nonduplicated Participant Counts**
- Counts of Participants (Some Duplication)**
- Nonduplicated Participant Count by Service**
- Participant Detail Data Export (Individual)

**Outcome Data (Core)**

- Intake Report
- Intake / Follow-up Report
- Pivot Table Report
- Intake/Follow-up Due Report
- Intake / Follow-up Schedule

**User: sanders.mary** (0 login attempts since 10/4/2005 3:00:01 PM)  
**User Type: Funded Program User**  
**Funded Program: Mayberry Resource Center**

**HELP**

Done Trusted sites

# Nonduplicated Counts

## Summary of data entry

### To Add

- Enter date range.
- Enter participant totals.
- Enter demographic data.
- Click **Add**.

### To Edit

- Select entry to be edited.
- Enter the necessary changes.
- Click **Edit**.

### To Delete

- Select entry to be deleted.
- Click **Delete**.
- Click **OK** to confirm deletion.